



Departmental Quarterly Performance Report

Office of Agenda Coordination

**Reporting Period:
FY 02/03
3rd Quarter**

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MAJOR PERFORMANCE INITIATIVES

Describe Key Initiatives and Status

Check all that apply

<i>County Mgr. Priority (Circle One): People Service Technology Fiscal Responsibility</i> Developed preliminary agendas within eleven working days of preparing draft agendas.	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input checked="" type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)
<i>County Mgr. Priority (Circle One): People Service Technology Fiscal Responsibility</i> Posted agendas and agenda items including attachments on the County's Intranet site. County employees have access to agenda items without traveling to the Stephen P. Clark Center. This service will be available on the Internet by the Fall of 2003.	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input checked="" type="checkbox"/> <i>Budgeted Priorities</i> <input checked="" type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)
<i>County Mgr. Priority (Circle One): People Service Technology Fiscal Responsibility</i> Purchased a scanstation that will assist our staff to get approval of agendas sooner and reduce the amount of time necessary to generate agendas.	<input checked="" type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input checked="" type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)
<i>County Mgr. Priority (Circle One): People Service Technology Fiscal Responsibility</i> Conducted a workshop with staff to discuss the agenda process and any improvements that can be made by staff.	<input type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ (Describe)

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<p>County Mgr. Priority (Circle One): People Service Technology Fiscal Responsibility</p> <p>Distributed a draft of the Agenda Guidelines to the County Manager's executive staff for comments. We reviewed the comments from the Manager's executive staff and are in the process of revising the document based on this feedback.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i> <input checked="" type="checkbox"/> <i>Business Plan</i> <input type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></p>
<p><i>County Mgr. Priority (Circle One): People Service Technology Fiscal Responsibility</i></p> <p>Reduced the number of copies of each agenda item printed by approximately ten percent. However, this did not translate into a significant savings in the cost of printing due to a couple of issues.</p> <p>The size of the agenda items that we are printing has increased. Our office was not printing attachments with more than fifty pages prior to the new committee structure. Since the new committee structure has been implemented, we have found ourselves printing these large attachments as part of the item. We are printing fewer copies of each item but the size of the items has increased.</p> <p>During this reporting period, the number of agenda kits we distribute increased. This also had an impact on the increase in printing cost.</p> <p>While we continue to examine a variety of ways to reduce printing cost for the upcoming fiscal year, based on the latest cost estimate, it may be very difficult for this office to achieve the level of printing savings projected in the FY 2003-04 Proposed Budget.</p>	<p><input type="checkbox"/> <i>Strategic Plan</i> <input type="checkbox"/> <i>Business Plan</i> <input checked="" type="checkbox"/> <i>Budgeted Priorities</i> <input type="checkbox"/> <i>Customer Service</i> <input type="checkbox"/> <i>Workforce Dev.</i> <input type="checkbox"/> <i>ECC Project</i> <input type="checkbox"/> <i>Audit Response</i> <input type="checkbox"/> <i>Other</i> _____ <i>(Describe)</i></p>

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PERSONNEL SUMMARY

A. Filled/Vacancy Report

NUMBER OF FULL-TIME POSITIONS*	Filled as of September 30 of Prior Year	Current Year Budget	Actual Number of Filled and Vacant positions at the end of each quarter							
			Quarter 1		Quarter 2		Quarter 3		Quarter 4	
			Filled	Vacant	Filled	Vacant	Filled	Vacant	Filled	Vacant
			10	0	10	0	9	1		

* Public Safety Departments should report the sworn versus non-sworn personnel separately and Departments with significant part-time, temporary or seasonal help should report these separately.

Notes:

B. Key Vacancies The Agenda Specialist position was vacant for most of the Third Quarter. It was filled in the beginning of July.

C. Turnover Issues

D. Skill/Hiring Issues

*E. Part-time, Temporary and Seasonal Personnel
(Including the number of temporaries long-term with the Department)*

F. Other Issues

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FINANCIAL SUMMARY

(All Dollars in Thousands)

	PRIOR YEAR Actual	CURRENT FISCAL YEAR						
		Total Annual Budget	3rd Quarter		Year-to-date			
			Budget	Actual	Budget	Actual	\$ Variance	% of Annual Budget
Revenues	899	965	241	241	1,000	724	276	75%
♦								
♦								
♦								
♦								
Total	899	965	241	241	1,000	724	276	75%
Expense*								
Personnel	754	733	183	197	768	583	185	76%
Operating	139	225	56	87	225	198	27	88%
Capital	6	7	2	2	7	4	3	57%
Total	899	965	241	286	1,000	785	215	79%

* Expenditures may be reported by activity as contained in your budget or may be reported by category (personnel, operating and capital).

Equity in pooled cash (for proprietary funds only)

Fund/ Subfund	Prior Year	Projected at Year-end as of			
		Quarter 1	Quarter 2	Quarter 3	Quarter 4
Total					

Comments:

(Explain variances, discuss significant in-kind services, provide status of aged receivables at 30-60-90-+ days and those scheduled for write-off, if applicable)

1. The GF allocation for the Agenda Office was amended mid year by \$81,000 to cover anticipated printing and overtime costs related to the new BCC Committee structure. This amount was reduced by \$46,000 as a result of the 5% savings plan implementation. The amended GF allocation is \$1 million.

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2. The projected savings of \$46,000 was anticipated from a reduction in printing and overtime costs. Projections indicate that these savings may not be realized for the end of the year.
3. This is the first reporting period for the Agenda Office.

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STATEMENT OF PROJECTION AND OUTLOOK

The Department projects to be within authorized budgeted expenditures and projects that available revenues will exceed expenses except as noted below:

Notes and Issues:

(Summarize any concern or exception, which will prohibit the Department from being within authorized budgeted expenditures and available revenues)

The latest budget projection shows that we may not be able to meet the anticipated 5% savings plan of \$46,000 by year-end. This is the result of additional printing and overtime costs associated with the BCC committee structure.

DEPARTMENT DIRECTOR REVIEW

The Department Director has reviewed this report in its entirety and agrees with all information presented including the statement of projection and outlook.

Date _____

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Signature

Department Director